

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 1521.3D	Date: June 30, 1989
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Material Transmitted:

1. Management Instruction, MMI 1521.3D, subject: Use of Closed Circuit Television
2. This revision has been issued to update and implement changes associated with realignment of personnel functions.

Filing Instructions:

Remove MMI 1521.3C and replace with the enclosed MMI 1521.3D.

MSFC-Form 1376 (Rev. July 1979)

MANAGEMENT
INSTRUCTION

N A S A
National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Originating Organization: AI01	Effective Date: June 30, 1989	MMI: 1521.3D
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Subject: USE OF CLOSED CIRCUIT TELEVISION

1. PURPOSE

To establish a procedure (Attachment A) for use of the MSFC closed circuit television system.

2. APPLICABILITY

This Instruction is applicable to all MSFC personnel located at MSFC, Huntsville, Alabama.

3. POLICY

The Center's closed circuit television system will be utilized to provide rapid communication of announcements or speeches of Center-wide significance and other activities of limited interest. All requests for use of the closed circuit television system on a Center-wide basis, except as provided in the Emergency Operating Plan, must be reviewed and approved by the Executive Assistant to the Director.

4. RESPONSIBILITIES

- a. Heads of MSFC basic organizations desiring an event/activity to be presented on the MSFC closed circuit television system are responsible for securing approval of the Executive Assistant to the Director in accordance with the procedures in Attachment A.

- b. The Director, Information Systems Office is responsible for:

- (1) The MSFC closed circuit television system, repair/maintenance of all associated equipment

- (2) The technical determination as to whether or not an event/activity could be televised
 - (3) The maintenance of a list of distribution point contacts (Attachment B)
 - (4) The notification of contact points of scheduled events/activities
 - (5) The system activation
- c. Contacts at Distribution Points are responsible for assuring that areas are available at scheduled time of televised events/activities.

5. CANCELLATION

MMI 1521.3C dated October 18, 1982

(Orig s/by J. A. Bethay for)
James R. Thompson, Jr.
Director

Attachments:

- A. Procedure
- B. Internal MSFC Audio/Video
Distribution Points

Distribution:

SDL 2

PROCEDURE

1. Heads of an MSFC Basic Organization who are responsible for an event/activity which is to be presented on closed circuit television will, prior to the event/activity:
 - a. Submit a memorandum request through the directorate (Director, S&E; Director, Staff Offices; Director, I&PS; Director, Program Development; or Director/Manager, Program/Project) to the Executive Assistant to the Director. The request will contain:
 - (1) Detailed description of the event/activity,
 - (2) Date of the event/activity,
 - (3) Whether production will be live, film or tape,
 - (4) Audience desired (e.g., all employees, supervisory employees, clerical employees, etc.),
 - (5) Location of Distribution Point, if limited, and
 - (6) Approval/Disapproval block for the Executive Assistant to the Director.
 - b. Coordinate with Public Affairs Office for release of public affairs-type information and attach to request.
 - c. Furnish a copy of the approved request to Information Systems Office for implementation.
2. Executive Assistant to the Director will approve or disapprove the request.
3. Information Systems Office will:
 - a. Contact the requestor to make necessary arrangements.
 - b. Arrange with contacts at Distribution Points for availability of area.
 - c. Transmit the event to the points of distribution.

INTERNAL MSFC AUDIO/VIDEO DISTRIBUTION POINTS

BUILDING	LOCATION	CONTACT	PHONE
4194	Control Room	Mr. Duncan, EB33	4-3690
4200	Morris Auditorium	Mrs. Davis, CN22	4-3997
	Library	Mrs. Tingle, CN22	4-4522
	Lobby	Mrs. Davis, CN22	4-3997
	Cafeteria	Mrs. Young, CN23	4-3994
	G38C	Mr. Waits, CN51	4-4534
	Room 101A	Mrs. Dickerson, CA10	4-0034
	Room 103	Mrs. Dickerson, CA10	4-0034
	Room 107A	Ms. McClure, CA01	4-6522
	Room 107B	Ms. McClure, CA01	4-6522
	Room 107G	Ms. McClure, CA01	4-6522
	Room 149	Mrs. Moore, CC01	4-0023
	223 Conference Room	Mrs. Jones, CR02	4-0050
	244B	Mr. Atkins, M-D1	4-0068
	329 Conference Room	Mrs. Mastin, PA01S	4-0459
	409 Conference Room	Mrs. Mastin, PA01S	4-0459
	513 Conference Room	Mrs. Miller, TA01	4-0654
	600 Conference Room	Mr. Hollis, KA02	4-1739
	715 Conference Room	Mr. Rieger, EM31	4-6730
	815 Conference Room	Mrs. Haynes, CN22	4-4508
	915 Conference Room	Ms. Cross, DA01	4-1912
	932E Conference Room	Mrs. Chafin, EA01	4-1002
	P110 10th Fl Conf Room	Mrs. Haynes, CN22	4-4509
	(P110 Reception Desk)	(Assigned Receptionist)	
	Director's Office	Mrs. Staples, DA01	4-1916
4201	118 Conference Room	Ms. Mick, AP01	4-0255
	319 Conference Room	Mrs. Malkmus, FA01	4-0153
	437 Conference Room	Mrs. Pickard, JA01	4-5417
	518 Conference Room	Mrs. Pickard, JA01	4-5417
	600-E Conference Room	Mrs. Honea, EA02	4-4609
4202	EOC	Mr. Bagley, AB14	4-3131
	232 Conference Room	Mrs. Dolan, CO01	4-7493
	312 Conference Room	Mrs. Walker, SA02	4-0848
	411 Conference Room	Mr. Walker, SA02	4-0848
	612 Conference Room	Mr. Walker, SA02	4-0848
4207	20 Conference Room	Mrs. Busby, AI01	4-3471
	Room 22	Mr. Propst, Boeing	4-6160
	Room 23	Mr. Propst, Boeing	4-6160
	Room 23A	Mr. Park, Boeing	4-6154
	Room 102A	Mrs. Busby, AI01	4-3471
	Room 110	Mr. Warren, AI43	4-0139
	Room 110A	Mr. Bradford, AI43	4-0141

	Room 106A	Mrs. Rushbrook, AI31	4-7165
	Room 116A	Mrs. Taylor, AI33	4-0147
	117 Break Room	Ms. Wilson, Boeing	461-4629
	Room B-1	Mr. McBride, Boeing	4-6175
	Room 121A	Mrs. Membery, AI33	4-0145
	Room 140C	Mrs. Sharp, Boeing	4-6133
4249	101 Conference Room	Mrs. Marsh, AB41	4-7910
4250	Room 4	Mrs. Noles, AB01	4-7845
4306	Hallway	Mr. Moore, Boeing	4-6050
4312	Dispatch	Mr. Ahlander, UMS	4-4753
4347	Observatory	Mr. Smith, ES52	4-7627
4353	121 Conference Room	Mr. McKee, CN33	4-4582
4471	Hallway	Mr. Turney, CN43	4-5673
	Cafeteria	Ms. Young, CN23	4-3994
	SW Conference Room	Ms. Basler, CN41	4-5652
	A-102 NE Conference Room	Ms. Pearson, CN31	4-4572
	A103-1	Mrs. Gibbs, Boeing	4-4868
4481	101-B	Mrs. Mitchell, ES01	4-7577
	107 Conference Room	Mrs. Mitchell, ES01	4-7577
	515 Conference Room	Mrs. Smartt, ED41	4-4563
4483	Room 3	Ms. Riley, CN71	4-4564
4485	101 Break Room	Ms. Beranek, BF01	4-7268
4487	A-204 Conference Room	Mrs. Henderson, EB01	4-3284
	A-214 Conference Room	Mrs. Henderson, EB01	4-3284
	A-251 Conference Room	Mrs. Henderson, EB01	4-3284
	B-218	Mrs. Meek, EB31	4-3553
	B-238	Mrs. Young, EB33	4-3626
	C-154	Mrs. McCartney, EB13	
	C202 Conference Room	Mr. Green, EB14	4-3425
	C215 Conference Room	Mr. Green, EB14	4-3425
	Laboratory 204	Mr. Green, EB14	4-3425
	C221 Conference Room	Mrs. Brazier, EB11	4-3295
	Cafeteria	Ms. Young, CN23	4-3994
4491	111 Conference Room	Mr. Hyde, CN22D	4-4530
4494	Exercise Room	Mr. Moen, KE-SE	4-7571
4561	2nd Fl Conference Room	Mrs. Taylor, EP73	4-1245
4570	2nd Fl Control Room	Mr. Eldridge, TBE	4-6116
4583	165 Conference Room	Ms. Bearden, EP71	4-1167
4610	1054 Conference Room	Ms. Clem, EL71	4-2006
	2081 Conference Room	Ms. Clem, EL71	4-2006
	Room 2071	Ms. Clem, EL71	4-2006
	3053 Conference Room	Ms. Whitt, ED01	4-1415
	4026-7 Conference Room	Mrs. Hillis, ED51	4-7005
	4031 Computer Room	Mr. Hudgins, ED51	4-7009
	5025 Conference Room	Mrs. Simmons, EP01	4-6998

	Cafeteria	Mrs. Young, CN23	4-3994
4612	1006 Conference Room	Mr. DeRamus, EH22	4-2597
	Room 2403	Mr. Davis, EH02	4-2494
4619	Room 109	Ms. Edwards, EL15	4-2095
	Room 116A	Mrs. Forney, EL11	4-2026
	129-A Conference Room	Ms. Bendall, EE51	4-5564
4650	120 Conference Room	Mr. Wyatt, MERC	4-4032
	129 Conference Room	Mr. Sherman, TBE	4-9474
	Room 147	Mr. Greer, AB35	4-7937
	Lobby	Mr. Owens, NTI	4-5088
4656	Room 205	Mr. Martin, EP64	4-7133
4663	Main Conference	Assigned Receptionist	4-2108
	A164/HOSC Main Conference Room	Mrs. Wade, EL14	4-2166
		(Reception Desk 4-2108)	
	Main Conference Room	Mr. Simms, AI32	4-0135
	Room C-101	Mr. Winkler, AI33	4-2851
	C-177 Shop	Mr. Haywood, Boeing	4-6144
	Room B-113	Mr. Haga, Boeing	4-3280
4674	Room 208	Mr. Luna, EP75	4-5539
4705	100A S.W. Control Room	Mr. Kulpa, ET44	4-1383
	Complex Neutral Buoyancy	Mr. Kulpa, ET44	4-1383
	Room A103	Mr. Williams, ET31	4-1016
	Room 106	Mr. Williams, ET31	4-1016
4707	Room 105	Ms. O'Brien, MMC	4-2744
4708	216 Conference Room	Ms. Harrell, MMC	4-0933
	250 Conference Room	Ms. Burnett, RI	4-7438
	1232 Conference Room	Mrs. Poe, ET41	4-1295
	1263 Conference Room	Mrs. Thomas, ET01	4-1008
	Cafeteria	Mrs. Young, CN23	4-3994
	B-37-A Conference Room	Mr. Graves, MDAC	4-9525
4711	E110 Conference Room	Mrs. Simms, EH12	4-2511
4712	Room A123	Mrs. Williams, CT01	4-4043
	B-208 Conference Room	Mrs. McDaniel, CQ01	4-7371
4723	115 Class Room	Mr. Battle, CM23	4-7554
	116 Class Room	Mr. Battle, CM23	4-7554
	118 Class Room	Mr. Battle, CM23	4-7554
	120 Class Room	Mr. Battle, CM23	4-7554
4728	Maintenance Shop	Mr. Miller, Boeing	4-6109
4732	121 Conference Room	Mrs. Brinkley, ED35	4-1565
4809	Conference Room (BSMT)	Mr. Bates, MSI	4-5642